

# INSTALLATION AND USE MANUAL FOR LATERAL FILE CABINETS

Please return this manual to the orange storage pocket in the bottom drawer.

## WARNING

File cabinet can become unstable and tip over, causing serious injury. Follow all instructions in this manual for correct installation and use.

This file cabinet is for storing and filing non-combustible materials that do not require special protection. Do not use this file cabinet to store combustible or hazardous materials.

### INSTALLATION: REQUIRED GLIDE ADJUSTMENTS

Tools required for file cabinet installation:

1/4" Drive socket wrench

24" long level

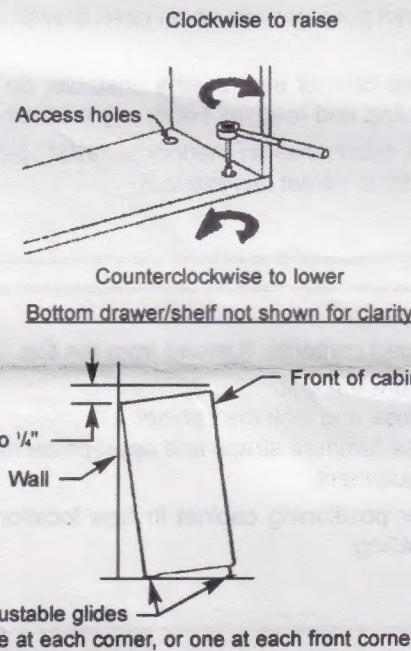
1/4" Drive extension

Straight blade screwdriver (optional)

1/4" Six point socket with 1/4" drive

Adjustable glides are provided in the base of each cabinet. Glide adjustment is critical for cabinet stability and proper operation of lock, Interlock, doors, and shelves.

1. Be sure cabinet is empty.
2. Position cabinet into desired location.
3. To access glides, align slots in bottom drawer/shelf with holes in base. Use the socket wrench, extension, and 1/4" socket (or the straight blade screwdriver) to adjust glides.
4. Turn glides clockwise to raise cabinet. Turn counter-clockwise to lower cabinet.
5. On carpeted floors, extend all four glides until the weight of the cabinet is supported by the glides (not by the cabinet bottom).
6. **Level cabinet side-to-side.**
7. On carpet, adjust glides so the front of the cabinet is 1/4" higher than the rear. On uncarpeted floors, the front should be 1/8" higher than the rear.
8. Check cabinet for proper operation. Drawers and doors should open and close smoothly and be evenly aligned with the frame.



### INSTALLATION: REQUIRED SECURING OF CABINET

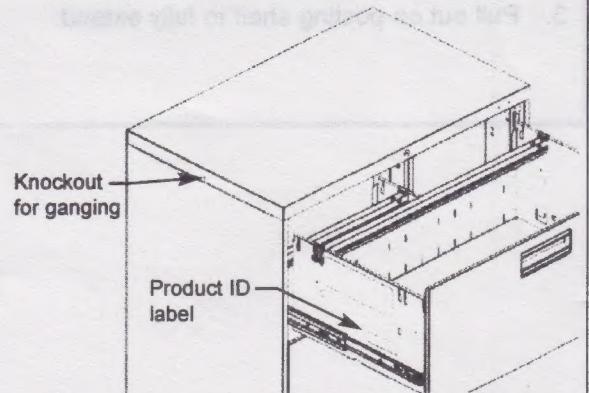
**Two Drawer Cabinets:** To provide stability and avoid tip over, cabinet must be ganged to another cabinet, anchored to a wall, attached to a secure worksurface, or have a counterweight. To determine if cabinet has a counterweight, refer to the model number on the product ID label located on left side of top drawer. Models F72L, F82L, and F92L do not have counterweights and must be secured.

**Note:** To help with alignment, cabinets can be ganged together.

1. Adjust all cabinets. Refer to Required Glide Adjustments section.
2. Remove top drawer.
3. Remove knockouts from side (for ganging) or top rear (for anchoring). Strike knockouts from outside to inside of cabinet.

**Ganging:** Use hardware provided in key packet to bolt cabinets together.

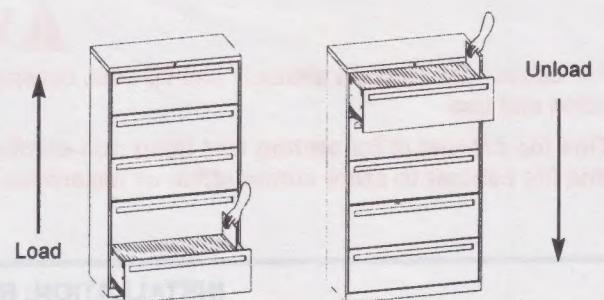
**Anchoring:** Use wall anchoring devices to secure cabinet to wall. Be sure to use the right devices for the type of wall. Secure anchoring depends on a solid connection between cabinet and building.



## LOADING AND UNLOADING

### Loading:

1. Check cabinet for proper adjustment and stability.
2. Load bottom drawer first to increase stability.
3. Distribute contents and weight evenly among remaining drawers.
4. Check to see if cabinet is stable after loading is complete (on carpeted surfaces, settling may occur). If necessary, empty cabinet completely, then readjust glides.

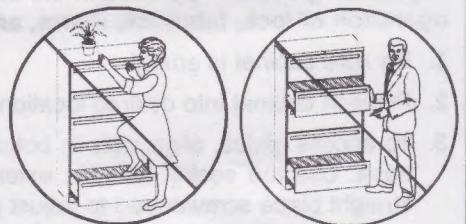


### Unloading:

1. Remove contents from top drawer first.
2. Remove contents from bottom drawer last.

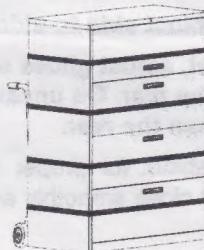
## OPERATING

- Do not stand or lean on an open drawer.
- Do not put materials on an open drawer. Use posting shelf or table to sort or collate.
- If this cabinet ever seems unstable, do not use it. Have it checked for proper leveling and loading. Have any problems corrected immediately.
- This cabinet has an interlock to inhibit opening more than one drawer at a time. Do not try to defeat this interlock.



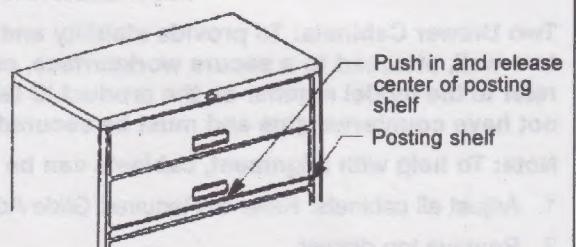
## RELOCATING

1. Unload contents. (Unload from the top. See loading and unloading above.)
2. Secure the unit:
  - Close and lock the cabinet.
  - Use furniture straps and appropriate moving equipment.
3. After positioning cabinet in new location, follow instructions for adjusting and installing.



## OPTIONAL POSTING SHELF

1. Close cabinet.
2. Push in and quickly release center of posting shelf. Pushing on either end of posting shelf can cause shelf to bind in cabinet.
3. Pull out on posting shelf to fully extend.



## HANGING FOLDER FRAMES

There are two hanging folder frames per drawer.

Recommended filing positions are as follows:

Positions 1 & 4 - Letter filing (side-to-side in front)

Positions 1 & 5 - A4 filing (side-to-side in front)

Positions 2 & 6 - A4 filing (side-to-side in rear)

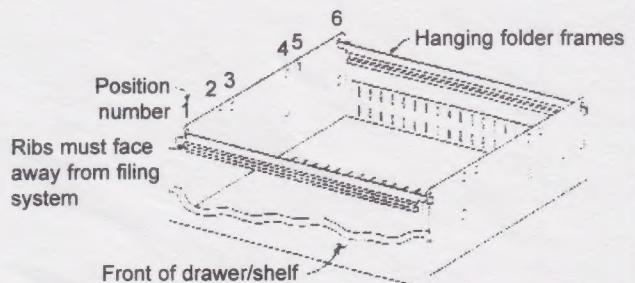
Positions 3 & 6 - Letter filing (side-to-side in rear)

Positions 1 & 6 - Legal filing (side-to-side)

Positions 1 & 6 - Data printout filing (side-to-side) (14 $\frac{1}{8}$ "w x

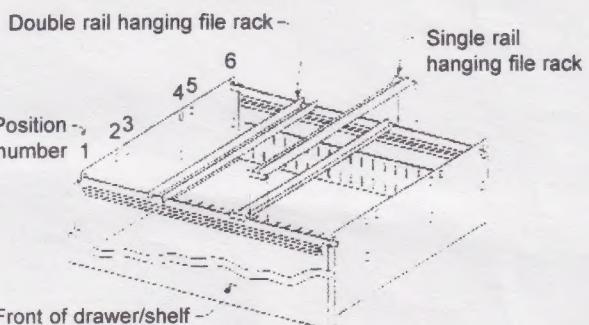
8 $\frac{1}{2}$ "h paper)

Positions 1 & 6 - Front-to-rear filing



## OPTIONAL FRONT-TO-BACK FILING

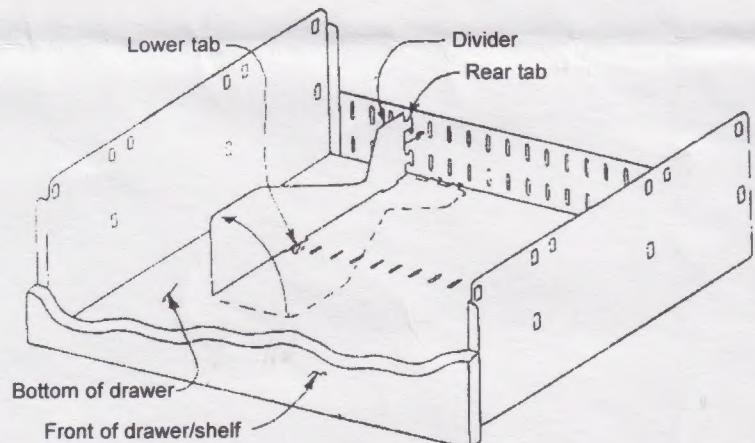
1. Hanging folder frames must be in Positions 1 & 6 as shown.
2. Position hanging file racks on front and rear hanging folder frames for each bank of file folders. Side of drawer/shelf should be used for outer-most side of folders.



## OPTIONAL DIVIDERS

### Plate Divider:

1. With lower tab pointing down and rear tabs pointing toward rear of drawer, lay divider flat on bottom of drawer.
2. Insert lower tab into the desired slot on the bottom of drawer and pivot top of divider upward.
3. Align rear tabs with slots on rear of drawer.
4. Push divider toward rear of drawer until rear tabs lock into slots.
5. Reverse procedure to remove divider.



### Wire Divider (Binder Storage Only):

1. Squeeze sides of divider and align bottom ends (U-shaped flanges) of divider with cut outs in shelf.
2. Insert U-shaped flanges into cut-outs in shelf.
3. Slide divider toward side wall of cabinet, inserting edge of shelf cut-outs into divider U-shaped flanges.
4. Release tension on sides of divider to lock divider in place.
5. Reverse procedure to remove divider.

